DEPARTMENT OF PERSONNEL

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MEMO PERD #14/04
April 28, 2004

TO: Department Directors
                 Agency Administrators
                 Agency Training Representatives

FROM: Jeanne Greene, Director
                 Department of Personnel

SUBJECT: Web-based e-Learning Inter-local Agreement with CCSN/TMCC

We are very excited to announce that the State of Nevada (acting through the Department of Personnel) has entered into an inter-local agreement with the Community College of Southern Nevada's (CCSN) and the Truckee Meadows Community College's (TMCC) ACT Centers to offer your employees affordable access to web-based courses. Through this statewide collaboration, the e-Learning training solution provides value, flexibility and quality to help you meet your specific agency objectives.

The agreement provides your agency access to an ever-expanding library of training programs from leading publishers in six major categories. You pay no upfront subscription fees for access to the course libraries. Your agency will be invoiced, directly by the colleges, for only the course(s) or library(ies) your employees are actually registered for.

Through the CCSN/TMCC ACT e-Learning Centers, your agency will have access to administrative features to determine and approve the appropriate web-based training for your employees. Agency-specific reporting capabilities may be discussed with your college representative. Please reference the attached Program Overview for details.

To begin enrolling your employees in the e-Learning courses, please ask your agency's training representative to contact CCSN or TMCC as noted in the Program Overview.

Thank you for your continued support of the training program.

Attachment: Program Overview

JG:dd

cc: Agency Personnel Liaisons
        Agency Personnel Representatives

PROGRAM OVERVIEW

Comprehensive Web-based e-Learning Training Catalog

With over 2,500 web-based courses currently available, the Colleges can help meet the training & development needs of the State of Nevada's various agencies. They offer an ever-expanding library of e-Learning training programs in six major categories:

1) Computer Basics & Information Technology:
   a) Design & Media (Element K Library) $299.00/person
   b) IT Certification (Element K Library) $399.00/person
   Computer Basic Skills Library: $99.00/person*
   *This amount provides each individual access to all beginning, intermediate and advanced classes and can take one or all courses.

2) Industrial Technology & Safety Skills: Coastal Safety Library - $8.95/person/course

3) Management and Leadership: SkillSoft Library - Per person fees:
   a) 1 Course $125.00
   b) 2 Course Bundle $250.00
   c) 3 Course Bundle $299.00
   d) 5 Course Bundle $379.00
   e) 10 Course Bundle $499.00
   f) 15 Course Bundle $549.00
   g) 20 Course Bundle $599.00

4) Adult Literacy And Employability Skills - Thinking Media Library: $35/person

5) Personal And Professional Development: (SkillSoft Library at above bundle pricing item #4)

6) English As A Second Language (ESL): Pricing dependent upon program selection

For a complete list of courseware, go to www.actcenters.com select "NV" for the Nevada locations then choose either CCSN for the south or TMCC for the north. The next screen displays course sub-groupings which when selected will allow you to view all course offerings. *Note: Pricing listed on this site will be different then the amounts shown above due to the special contract pricing that have been negotiated.* **To receive State funding for these courses registration must occur through agency Training Representatives, who will supply you with the proper log-on credentials. If you choose to register directly through this site you will not receive State negotiated pricing or reimbursement.**

Multiple Avenues to Training and Instruction

Courses can be delivered via computers located at any CCSN/TMCC ACT Center, in an agency's or other state facility, or at an employee's home with the appropriate personal computing technology. Under their supervisor's guidance, State of Nevada employees can select courses that best meet their job-related needs and work at their own pace.

Course Delivery Method

The CCSN/TMCC ACT learning management system provides immediate access to courses and individualized training paths as defined by each agency. Your employee may access their courses through their own individualized user view, by title, by category, by keyword search or by training path sequence. CCSN and TMCC representatives will assist your agency in establishing your training programs.

Reporting

CCSN and TMCC will support your agency with your need for administrative access to employees' records and performance as required. Standard reports available:

> Class (Group) Activity
> - Class (Group) Completion Report
> - Class (Group) Progress
> - Session Detail
> - Activity Report
> - Session Detail Report
> Student Activity
> - Student Progress
> - Student Detail
> Titles List Report.

Additionally, the e-Learning system supports custom reporting.

Recommended Computer Configuration

- 166MHz Intel Pentium processor or better
- 32 mb or more of RAM
  56.6Kbps or better modem
- 65,000 - color or better video display card
- Windows® 95, Windows® 98, Windows® ME, Windows® NT 4.0 with Service Pack 6a, Windows® 2000 with Service Pack 2, or Windows® XP
- Internet Explorer 5.01, 5.5, or 6.0
- Note: Netscape browsers are **not** supported

Enrollment

To establish your employees' training curriculums and their e-Learning system user ids and passwords, please have your agency's training representative contact the colleges at the appropriate location as noted below:

CCSN - For Southern Nevada (Nye, Lincoln, Clark, and Esmeralda counties):

Debra Solt, CCSN ACT Center Director
(702) 651-2629
Email: debra_solt@ccsn.edu

TMCC - For Northern Nevada (All counties not listed under CCSN):

Sue Churchill, ACT Training Program Coordinator
TMCC – Institute for Business & Industry
(775) 824-3838
Email: schurchill@tmcc.edu